



National Park Service
U.S. Department of the Interior

Glacier Bay National Park and
Preserve

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Prospectus

A Concession Business Opportunity for Sea Kayaking Guide Services in Glacier Bay
National Park



Experience Your America TM

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

Solicitation # GLBA009-03

PROSPECTUS UNDER WHICH A CONCESSION CONTRACT WILL BE AWARDED
FOR THE OPERATION OF SEA KAYAKING GUIDE SERVICES WITHIN
GLACIER BAY NATIONAL PARK AND PRESERVE

Date Issued: April 27, 2004

Offers and Any Modifications Must be Received

at:

National Park Service
Alaska Regional Office
Attn: Concessions Division
240 West 5th Avenue, Room 114
Anchorage, Alaska 99501

by:

June 30, 2004

Address Questions to:

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TABLE OF CONTENTS

Prospectus sections are separately labeled and page numbered in the upper right-hand corner of the pages.

SECTION 1.	BUSINESS OPPORTUNITY
SECTION 2.	PROPOSAL INSTRUCTIONS
SECTION 3.	PROPOSAL PACKAGE
SECTION 4.	DRAFT CONCESSION CONTRACT
	DRAFT CONTRACT
	ADDENDUM 1 – GENERAL PROVISIONS
	EXHIBIT A – NONDISCRIMINATION
	EXHIBIT B – DRAFT OPERATING PLAN
	EXHIBIT D – INSURANCE REQUIREMENTS
APPENDICES	
	BACKCOUNTRY EXPEDITION CHECKLIST

SECTION 1: BUSINESS OPPORTUNITY

INTRODUCTION

The National Park Service (NPS) intends to award up to two concession contracts to operate commercially guided sea kayaking tours in Glacier Bay National Park & Preserve. The contract term will be from January 1, 2005 through December 31, 2014. The contract(s) will authorize:

- Daily guided kayak tours that begin and end in Bartlett Cove and do not involve overnight camping.
- Up to 24 multi-day kayak tours each year in Glacier Bay proper from June 1 through September 10.

If the selected applicant does not request all 24 annual multi-day kayak tours in Glacier Bay proper, a second contract will be awarded for the remaining available tours.

In addition to the kayaking opportunities to be awarded under this prospectus, the NPS also authorizes guided sea kayaking in Glacier Bay National Park & Preserve waters outside of Glacier Bay, as well as in Glacier Bay proper from September 11 through May 31, through incidental business permits. These services will also be authorized under the concession contract(s) awarded as a result of this prospectus.

This prospectus is issued to evoke the widest possible interest from qualified applicants in operating these concession services, and to inform interested parties of the requirements and conditions under which the operations may be conducted. The prospectus is issued under the authority of 36 CFR Part 51.

THE NATIONAL PARK SERVICE AND ITS MISSION

America's National Park Service was created by Congress to "...conserve the scenery and the natural and historic objects and the wild life therein, and to provide for the enjoyment of the same in such a manner and by such means as will leave them unimpaired for the enjoyment of future generations." Additionally, Congress has declared that the National Park System should be, "preserved and managed for the benefit and inspiration of all the people of the United States." The National Park Service has as its overall mission the preservation and public enjoyment of significant aspects of the nation's natural and cultural heritage.

To learn more about the National Park Service, visit our website at www.nps.gov. This site includes information about who we are, our mission, NPS policies, and individual parks.

GLACIER BAY NATIONAL PARK & PRESERVE

Glacier Bay National Park & Preserve is located along Southeast Alaska's Inside Passage approximately 65 miles west of Juneau. The focal point of the park is a deep Y-shaped fjord formed by the retreat of massive glaciers over the last 250 years. To the west of this bay looms the Fairweather Mountain Range and beyond this the Gulf of Alaska coastline.

Glaciers within the park continue to shape the land and discharge icebergs into the Bay. The

rapid glacial retreat and the ensuing colonization by plants and animals provide a unique opportunity to observe natural processes. In 1980 the Alaska National Interest Lands Conservation Act (ANILCA) made Glacier Bay a National Park and enlarged it to its present size of 3,355,072 acres. Additional information about the park is available at our web site at: www.nps.gov/glba/. Those interested in submitting proposals are encouraged to review this information.

THE EXISTING CONCESSION OPERATION

Existing Visitor Services.

Sea kayak guide services are currently being provided by Alaska Discovery, Inc., 5310 Glacier Highway, Juneau, AK 99801, a subsidiary of Mountain Travel/Sobek, under concession contract CC-GLBA009-04. This contract expires December 31, 2004. Alaska Discovery is authorized to provide twenty-four guided sea kayaking trips within Glacier Bay from June 1 to September 10, plus additional trips in other marine areas of the park. The Concessioner has also provided single-day sea kayak tours out of Bartlett Cove.

Existing Operating Conditions.

The current concession includes the following operating conditions:

- A maximum of three sea kayaking trips at the same time within Glacier Bay.
- A maximum group size of 12 people, including guides and clients.
- Overnight camping for no more than three consecutive nights in the same campsite.

Utilization Data

The proposal package section of this prospectus requires offerors to develop financial projections based on the business to be operated. Utilization and operating data for those services provided under the existing contract is presented below. This information is provided to assist offerors in developing these projections. Offerors should be cautious in the use of all operating estimates. Although NPS does provide some financial information, offerors are responsible for producing their own prospectus financial analysis and relying on their own assumptions.

In 2003, Alaska Discovery provided the following types of sea kayaking trips in Glacier Bay National Park & Preserve:

Tours from Bartlett Cove. These tours were offered daily from May 25 – September 10. The price was \$125. The Concessioner provided these tours on 77 separate days. More than one tour was offered on 19 days. The total number of day-tour clients was 564. The most common number of clients on a trip was two, though client numbers ranged from one to 10 on a single trip and one to 29 on a single day (includes three different trips at different times of the day).

Multi-day tours. The concessioner offered multi-day tours of various lengths in 2003. Two of these tours were approximately one week in length, one was approximately 10

days and one was approximately nine days. The two longer tours occurred in waters both inside and outside of Glacier Bay National Park. The total number of clients on the shorter tours was 115. The total number of clients on the two longer tours was 84.

The current Concessioner transports multi-day kayakers into the remote portions of the bay by either charter boat or float plane. When floatplanes are used, they are typically scheduled to allow the floatplane to bring a group in and take a group out on the return flight.

The current permit authorizes seven (7) charter vessel entries into Glacier Bay from June 1 – August 31 for purposes of supporting the Concessioner's guided sea kayaking trips in Glacier Bay. The Concessioner has generally supplemented these entries by obtaining approximately 18 additional charter entries annually. These entries have been obtained by contacting the National Park Service and obtaining entries that were relinquished by existing charter boat permit holders. (For more information on charter vessel entries see "motorized transportation in Glacier Bay" on page 7.) The current Concessioner also contracts with other charter boat permit holders to support additional tours.

The Concessioner has use of a small parcel of land in Bartlett Cove for a temporary structure that provides short-term storage.

Gross receipts for the most recently reported fiscal years are:

Year	Gross Receipts	Franchise Fee
2000	\$265,462	\$5,299
2001	\$264,930	\$5,309
2002	\$275,951	\$5,519

FUTURE CONCESSION OPERATION

Overview of the guided kayaking program in Glacier Bay National Park:

In accordance with the 1989 Wilderness Visitor Use Management Plan, a maximum of 24 guided kayaking trips in Glacier Bay are authorized between June 1 and September 10. There may be up to three trips operating at a time.

The 1996 Vessel Management Plan expanded the guided kayaking program by specifying that the NPS will authorize guided sea kayaking trips in Glacier Bay National Park marine waters outside Glacier Bay. This use is limited to one trip at a time in each of the following zones: Dundas Bay, Taylor Bay, Cape Spencer to Palma Bay, Palma Bay to Lituya Bay, Lituya Bay, and the Entrance of Lituya Bay to Sea Otter Creek.

Over the term of the contract(s) offered here, use limits may be implemented in these or other areas, as kayaking use grows or shifts.

In order to provide a flexible program meeting the objectives and limitations of these plans, the

guided sea kayaking program will include the following elements:

1. Up to two primary operators will be authorized under concession contract(s) in accordance with 36 CFR Part 51. One of these operators will be authorized guided day kayaking trips based out of Bartlett Cove. The same operator will also be authorized up to 24 overnight guided sea kayaking trips in Glacier Bay from June 1 through September 10. If this operator does not request all 24 trips, a second operator will be authorized the remaining trips.
2. The NPS will also authorize, non-competitively, an unlimited number of operators to provide guided kayaking services outside Glacier Bay (proper) throughout the year and in Glacier Bay from September 11 through May 31.

Services to be awarded under this prospectus

Day Tours. The contract will authorize kayaking day tours from Bartlett Cove.

Multi-Day Tours. Up to twenty-four guided trips will be authorized in Glacier Bay between June 1 and September 10. Offerors will be required to specify the number of trips they request (from 0 to a maximum of 24). The starting and ending destinations, as well as the length of the trips, will be developed by the Concessioner.

The offeror submitting the best proposal, after matching opportunities, will be awarded the number of overnight trips requested and also will be awarded the concession opportunity for daily tours from Bartlett Cove (see Proposal Instructions for information regarding matching opportunities for preferred offerors). If the offeror submitting the best proposal does not request the maximum number of trips, the offeror submitting the next best proposal, after matching opportunities, may receive the remaining overnight trips.

Offerors should be aware that there is a Backcountry Management Plan currently being developed that could have implications on some aspects of this service.

The Service does not guarantee the economic viability of this opportunity. While the Service expects this opportunity to be economically feasible, the offeror must make its own analysis in this regard.

The minimum franchise fee for the new contract is an annual fee of \$8.75 per client per user day for multi-day trips and \$4 per client per user day for day trips from Bartlett Cove. However, offerors may propose a higher franchise fee in accordance with the terms of the prospectus. For the purpose of franchise fee calculation, a user day is any calendar day in which a client is in Glacier Bay National Park & Preserve.

The Concessioner is required to base its operations for the services required and authorized by the Concession Contract outside the boundary of Glacier Bay National Park and Preserve. The National Park Service will allow the Concessioner to use a small area in Bartlett Cove for kayak and gear storage, but there will be no park facilities provided or authorized for this service.

Motorized Transportation within Glacier Bay

Offerors are required to detail any motorized transportation necessary for the multi-day trips and the method(s) of transportation proposed. Due to the vessel use limits discussed below, the NPS prefers proposals that utilize the daily camper drop-off service provided by the Glacier Bay Lodge concessioner. The NPS also prefers proposals that minimize aircraft landings within the park, due to the potential for high noise levels on take-off and the associated potential for disturbance to wildlife and other park users.

Motorized boat transportation within Glacier Bay is regulated by Glacier Bay National Park & Preserve's "Vessel Quota and Operating Requirements." Under these requirements, the number of charter boat entries into Glacier Bay is limited to six entries per day for June 1 through August 31, for a total of 552 charter vessel use days during that time period. The "Vessel Quota and Operating Requirements" may be found at <http://www.glba.ene.com/rod.html>.

Typically, motorized transportation for sea kayak concessioners operating within Glacier Bay have included (a) use of the camper drop-off services provided by the Glacier Bay Lodge concessioner, (b) contracting with charter vessel concessioners, (c) contracting with air taxi permittees or (d) providing these services themselves.

A more detailed description of the various transportation options is below:

Use of camper drop-off services provided by the Glacier Bay Lodge concessioner. Glacier Bay National Park & Preserve Concessions LLC (d.b.a. Glacier Bay Lodge & Tours) operates Glacier Bay Lodge and provides a daily tour of Glacier Bay, beginning and ending at Bartlett Cove. As part of this tour, the concessioner drops off campers at drop-off locations designated by the National Park Service. It is possible, but not guaranteed, that in future years the lodge concessioner will have a dedicated camper drop-off boat separate from the daily tour boat.

Contracting with charter vessel concessioners. The National Park Service authorizes a limited number of charter boat operators to provide charter services to visitors within Glacier Bay. Offerors may elect to hire one or more of these charter vessel concessioners for their transportation needs.

Contracting with air taxi permittees. Air taxi services are currently authorized under Incident Business Permits and the number of operators is not limited. Offerors may choose to hire one or more air taxi operators, provided those operators hold a current incidental business permit.

Sea Kayak Concessioner Providing its Own Transportation. Offerors may propose to provide their own transportation, be it through their own charter vessel or air taxi operation. However, certain conditions apply:

Air Taxi Operation. If Offerors propose to provide their own air taxi services, the offeror must obtain a separate authorization (currently offered non-competitively through the Incidental Business Permit program) for air taxi services.

Charter Vessel Services. Offerors may request up to 48 charter vessel use days specifically to support the overnight guided sea kayaking trips. If the offeror requests charter vessel use days, the charter transportation services must be provided by the offeror (e.g. not sub-contracted). The maximum number of 48 is based on the fact that

up to 24 guided kayaking trips will be authorized and, in theory, an operator may need a charter vessel use day at the start and end of each trip. However, the NPS prefers offers that minimize the number of charter vessel use days required. If charter vessel use days are used, the concessioner will be required to schedule the days in advance. Refer to the draft operating plan for more information regarding the requirements for scheduling charter entries for Glacier Bay. For more information about the vessel quota and operating requirements, go to <http://www.glba.ene.com/rod.html>.

PREFERENCES

See the Proposal Instructions, Preferred Offeror Determinations, for a description of the preferences applicable to this solicitation.

LAW, REGULATION, POLICY AND PARK INFORMATION

NPS Concessions Law, Regulation, Policy and information about Glacier Bay National Park & Preserve can all be accessed via the internet at the following websites. Hardcopies of the law, regulations and policy will be mailed on request. Contact the person listed on the cover of the prospectus with your request.

Document Information	Website
Concessions Management Improvement Act of 1998 (PL 105-391)	http://www.nps.gov/akso/concessions/home.htm or http://www.gpoaccess.gov/index.html
NPS Concession Management Regulations 36 CFR Part 51	http://www.nps.gov/akso/concessions/home.htm or http://www.gpoaccess.gov/index.html
ANILCA Section 1307 Regulations – 36 CFR Part 13, Subpart D	http://www.nps.gov/akso/concessions/home.htm or http://www.gpoaccess.gov/index.html
NPS Management Policies, Chapter 10- Commercial Visitor Services	http://www.nps.gov/policy/mp/policies.pdf
Vessel Quota and Operating Requirements Environmental Impact Statement - Record of Decision	http://www.glba.ene.com/rod.html
Glacier Bay National Park & Preserve website	www.nps.gov/glba
Glacier Bay National Park & Preserve Wilderness Visitor Use Management Plan	http://data2.itc.nps.gov/parks/glba/ppdocuments/ACF63C2.pdf
Glacier Bay National Park & Preserve Regulations (summary & links)	http://www.nps.gov/glba/InDepth/visit/regs.htm

SECTION 2: PROPOSAL INSTRUCTIONS

Note to Offeror. The following instructions refer to the person or entity that is submitting a proposal as the “offeror”. When the word “you,” or “your” is used in an instruction, the instruction is referring to the offeror.

1) **36 CFR Part 51**

This prospectus is issued under 36 Code of Federal Regulations Part 51. If any part of this Prospectus is inconsistent with 36 CFR Part 51, 36 CFR Part 51 will control.

2) **Proposal Submission Date**

Proposals must be received by NPS by the due date and time and at the address shown on the inside cover of this Prospectus. If you intend to mail a proposal it should do so early enough to ensure receipt by NPS by the due date. You also may deliver your proposal to NPS at this address by the time and date shown on the inside cover of this prospectus. If a proposal is not received by the due date, it will not be considered by NPS.

3) **Document Delivery Service**

Document delivery services, including overnight delivery, to some areas may not provide true overnight delivery. You are encouraged to insure the timely submittal of your proposal by contacting the delivery service of your choice regarding delivery availability for the specific location specified on the front page of this prospectus.

4) **Proposal Form**

A proposal in general must follow the format provided in the Proposal Package.

5) **Proposal Submission Requirements**

- A) **Numbering.** Each page and section of a proposal should be numbered.
- B) **Documents.** The original proposal and three copies in the format outlined in the Proposal Package should be submitted.
- C) **Label.** The copies should be contained in a sealed envelope with the following marked on the envelope:
 - “CONCESSION PROPOSAL, MAILROOM DO NOT OPEN.”
 - The due date specified in the Prospectus for receipt of the proposal by NPS.
 - The name and address of the Offeror.

6) **Public Availability of Proposals**

A) **Confidential Information.**

If you believe that a proposal contains trade secrets or confidential commercial and financial information that you do not want to be made public, please include the following sentence on the cover page of each copy of the proposal:

“This proposal contains trade secrets and/or confidential commercial and financial information that the Offeror believes to be exempt from disclosure under the Freedom of Information Act. The Offeror requests that this information not be disclosed to the public, except as may be required by law.”

In addition, you must specifically identify what you consider to be trade secret information or confidential commercial and financial information on the page of the proposal on which it appears, and you must include the following sentence on each such page:

“This page contains trade secrets or confidential commercial and financial information that the Offeror believes to be exempt from disclosure under the Freedom of Information Act, and which is subject to the non-disclosure statement on the cover page of this proposal.”

B) Public Release.

Information so identified will not be made public by NPS except in accordance with law.

7) Questions

If you do not understand something in this prospectus, you must submit your questions in writing to the contact person identified on the cover of the Prospectus, no later than 30 days in advance of the proposal due date. NPS will respond to your question in writing, and will provide the question and response to all other persons who requested a Prospectus. Questions submitted after this date may not be answered.

8) Evaluation of Proposals.

A) NPS Review.

In order to select the best proposal, NPS will review each proposal received by the due date under the selection factors stated in this prospectus.

B) Merits of the Proposal.

For each selection factor, NPS will assign a score that reflects the merits of the proposal under that selection factor in comparison to the other proposals received. The selection factors and range of possible scores are stated in the Proposal Package.

9) Selecting the Best Proposal

NPS will select the proposal with the highest total point score as the best proposal. NPS will offer the contract to the offeror submitting the best proposal, unless this contract is subject to a right of preference (see next paragraph). If two or more proposals receive the same highest point score, then NPS will select as the best proposal (from among the proposals with the same highest point score) the proposal that NPS determines will, on an overall basis, best achieve the purposes of 36 CFR Part 51. If the best offeror did not request all 24 entries into Glacier Bay, the remaining entries will be awarded to the next best offeror requesting those entries.

10) Right of Preference (if any)

There are two types of preferences applicable to this solicitation, as follows:

A) ANILCA Section 1307. The Alaska National Interest Lands Conservation Act (ANILCA), Section 1307 (16 U.S.C. 3197) includes provisions concerning persons and entities who are to be given special rights and preferences with respect to providing commercial visitor

services in conservation system units in Alaska – Historical Operators and Preferred Operators.

Historical Operator means “the holder of a valid written authorization from the Director to provide visitor services within a park area that on or before January 1, 1979, was lawfully engaged in adequately providing such visitor services in the applicable park area.” (36 CFR 13.81(d)) The National Park Service has determined that the current Concessioner does not qualify as a historical operator under 36 CFR 13.31(d).

Preferred Operator means “a Native Corporation that is determined under 36 CFR 13.85 to be “most directly affected” by the establishment or expansion of a park area by ANILCA, or a local resident as defined in this subpart.” (36 CFR 13.81(h)). Local Resident is defined in 36 CFR 13.81(f).

On June 4, 1997 the National Park Service invited Native Corporations to apply for “most directly affected” status, pursuant to 36 CFR 13.85. Huna Totem Corporation was determined to be a Native corporation “most directly affected” by the establishment of Glacier Bay National Park and Preserve. Other Native Corporations may apply for this same determination in conjunction with this solicitation, pursuant to 36 CFR 13.85(d). See Proposal Package – ANILCA Section 1307 Preferred Operator Application.

Local residents (individuals and corporations) may apply for the Preferred Operator preference in conjunction with this solicitation, pursuant to 36 CFR 13.83(b). See Proposal package – ANILCA Section 1307 Preferred Operator Application.

The Native Corporations determined to be “most directly affected” and local residents have equal preference (36 CFR 13.83(c)).

See 36 CFR Part 13, Subpart D for a description of how these preferences are exercised. In general, in the event that the best proposal received is from a non-preferred Operator, the Preferred Operator that submitted the best proposal from among all Preferred Operator proposals will be entitled to match the terms of the better proposal. In the event that the best proposal received is from a Preferred Operator, that Preferred Operator will be selected for award of the contract.

Certain provisions of 36 CFR Part 13, Subpart D and the draft concession contract relevant to joint ventures, subconcessions and management agreements are reproduced below for the convenience of the Offeror. Proposals from Preferred Operators that are not consistent with the following provision will not be afforded the preference.

“An offer from a preferred operator under this subpart, if the offer is in the form of a joint venture, will not be considered valid unless it documents to the satisfaction of the Director that the preferred operator holds the controlling interest in the joint venture.” (36 CFR 13.83(d)).”

In addition, a proposal from any Offeror that contemplates or proposes business relationships that are inconsistent with the following provision will be considered as not responsive to this solicitation.

“Subconcession or other third party agreements, including management agreements, for the provision of visitor services required and/or authorized under this CONTRACT are not permitted.” (Draft concession contract, Section 2(c).

B) National Park Service Concessions Management Improvement Act. The National Park Service Concessions Management Improvement Act (P.L. 105-391) also includes a

preference for a preferred Offeror to the award of a qualified concession contract. Note that the definition of Preferred Offeror under this statute and regulation (36 CFR 51.27) is very different than the definition of Preferred Operator under ANILCA Section 1307.

The NPS has determined that the existing concessioner has a right of preference to the award of the concession contract because the anticipated gross receipts are less than \$500,000 for the first year of operation and the existing concessioner otherwise meets the requirements for a right of preference.

See 36 CFR Part 51, Subpart E for a description of how this right of preference is exercised. In general, if the proposal submitted by the existing concessioner is not selected as the best proposal, NPS will advise the existing concessioner of the better terms and conditions of the best proposal that the existing concessioner must match. If the existing concessioner does so (by amendment of its proposal) within the time allowed, it will be further considered (subject to the provision in the next paragraph, below) for award of the concession contract. If it does not, then the offeror that submitted the best proposal will be selected for award of the contract (subject to the preferences and process described under ANILCA Section 1307, above). An existing concessioner must submit a responsive proposal in order to exercise a right of preference.

C) Relationship between the two preferences. The rights of preferred operators under ANILCA Section 1307 take precedence over the right of preference granted to existing satisfactory NPS concessioners (36 CFR 18.83(c)).

11) Only “Responsive” Proposals will be Considered by NPS.

A) What is a Responsive Proposal?

A responsive proposal within the meaning of this prospectus is a proposal submitted by the due date that is determined by NPS as agreeing to all of the minimum requirements of the draft concession contract and prospectus and as having provided the information required by the prospectus.

B) What is a “non-responsive proposal”?

A “non-responsive proposal” is a proposal that is not submitted on time, or, does not agree to all of the minimum requirements of the proposed concession contract and prospectus, or, does not provide the information required by the prospectus.

C) What happens if a proposal is determined to be non-responsive?

A non-responsive proposal will not be considered by NPS.

D) Does an existing concessioner with a right of preference have to submit a responsive proposal?

Yes. Just like all other offerors, an existing concessioner with a right of preference must submit a responsive proposal in order to be considered for award of a concession contract.

12) Congressional Review Period

Concession contracts issued for a term of more than ten years or where the annual gross receipts are anticipated to exceed \$5,000,000 are required by law to be submitted to the Congress for sixty days before they may be awarded. The new concession contract will not be submitted to the Congress because the term is not more than ten years and the anticipated gross receipts are less than \$5,000,000.

13) Important Conditions and Cautions Regarding Submission and Evaluation of Proposals

A) Written Information Only.

All information regarding this prospectus will be issued in writing. No NPS or other government official is authorized to make substantive oral representations relating to this prospectus, and no one may rely on any oral representations made by government officials with respect to this prospectus.

B) Entire Proposal.

Your proposal should address all of the selection factors and any related subfactors. Proposals should respond to all questions and provide all requested information. If a question or requested information is not applicable to a proposal, the proposal should state this in response to the question or request for information. The NPS will review the entire Proposal Package to determine whether your proposal in fact accepts without condition the terms and conditions of this Prospectus. If not, your proposal may be considered non-responsive, even though you submitted an unconditional Offeror's Transmittal Letter.

C) Incorrect Information.

If you consider a statement or information in the Prospectus is incorrect, you must submit comments to NPS in writing no later than thirty days prior to the due date for proposals. Comments should be sent to the office named on the inside cover of this prospectus for the receipt of proposals.

D) Thorough Review.

The information contained in this Prospectus is provided to allow persons the ability to understand the terms and conditions of the draft concession contract. You are encouraged to thoroughly review the entire prospectus to identify all required information and documents that must be submitted as part of a proposal before beginning to prepare a proposal.

E) Expanded Facilities or Services.

Unless this prospectus expressly requests otherwise, offers to expand the scope of facilities, equipment, and/or services to be provided beyond those called for in this Prospectus will not be considered by NPS in the evaluation of proposals.

F) Additional Benefits to the Government.

A proposal to provide direct or indirect financial or other benefits to the park area or government that are not within the scope or requirements of the prospectus will not be considered in the evaluation of proposals.

G) Financial Feasibility.

All financial commitments made in your proposal will be closely reviewed and analyzed against your financial statements and supporting documents to determine the feasibility of your proposal.

H) Complete Offer.

Your proposal must reflect the complete offer that you intend to make. NPS will consider written proposals as the full and final offer in response to the prospectus, and intends to

make its selection on the written information provided in proposals. Proposals should be prepared on the assumption that NPS knows nothing about you or your proposal. Proposals should also be prepared on the assumption that NPS does not have any documents previously provided by you to NPS. This is true even if you are the existing concessioner or operate another NPS concession within the park area or elsewhere. Proposals may not reference information or documents previously provided to NPS. Copies of any information or documents that you wish to be considered must be submitted as part of a proposal.

I) Amendment or Cancellation of this Prospectus.

This Prospectus sets forth the terms and conditions under which the concession operation is to be conducted. NPS may amend this Prospectus and/or extend the submission date (prior to the proposal due date). NPS may cancel a solicitation at any time before the award of the draft concession contract if NPS determines in its discretion that this action is appropriate in the public interest. No person obtains legal rights as a result of an amended, extended, canceled or reissued solicitation for this concession contract.

J) Additional Information.

NPS may request from any person who submitted a timely proposal a written clarification of its proposal. Clarification refers to making clear any ambiguities that may have been contained in a proposal, but does not include amendment or supplementation of a proposal. You may not amend or supplement your proposal after the submission date unless requested by NPS to do so, and, unless NPS provides all offerors that submitted proposals a similar opportunity to amend or supplement their proposals.

K) Execution of the New Contract.

The offeror selected for award of the concession contract must execute the concession contract promptly after selection within the time established by NPS. If the selected offeror fails to execute the concession contract within the time period specified by NPS, the Director will select another proposal for award of the concession contract, or will cancel the solicitation and may resolicit the draft concession contract.

L) Additional Terms and Conditions.

NPS may include as terms of the final concession contract appropriate elements of the proposal selected for award of the concession contract. Do not make proposal commitments that you are not prepared to fulfill.

M) Independent Assessment.

You are responsible for undertaking an independent assessment of this business opportunity. All of the statements made in this prospectus regarding the nature of the business and its likely future are only opinions of NPS. You may not rely on any representations of NPS in this regard.

14) Offeror's Transmittal Letter and Accompanying Proposal.

The proposal you are to submit consists of two parts, an Offeror's Transmittal Letter and accompanying proposal. The formats for these documents are contained in Section 4 of this prospectus.

The Offeror's Transmittal Letter states your acceptance of the terms and conditions of the concession opportunity as set forth in this prospectus. It states that you will comply with the required elements of the contract and related terms of the prospectus. The letter must bear original signatures and be included in the your proposal. If submitted by a corporation or other business entity, persons authorized to enter into contracts on behalf of the entity must sign it.

The proposal that accompanies the Offeror's Transmittal Letter is in two parts, A and B.

15) Who Must Sign the Offeror's Transmittal Letter?

The Proposal Package is drafted upon the assumption that an Offeror is the same legal entity that will execute the draft concession contract as the Concessioner. If the entity that is to be the Concessioner is not formally in existence as of the time of submission of a proposal, a proposal must demonstrate that the individuals or organizations that intend to establish the entity that will become the Concessioner have the ability and are legally obliged to cause the entity to be financially and managerially capable of carrying out the terms of the contract in accordance with the terms of the offeror's proposal. In addition, the Offeror must unconditionally state and guarantee in its proposal that the Offeror will provide the Concessioner with all funding, management and/or other resources that the proposal offers.

Please turn to Section 3 to prepare a transmittal letter and proposal.

SECTION 3: PROPOSAL PACKAGE

OMB Control # 1024-0125

Expires: 12/31/06

Note to Offeror: The following documents refer to the person or entity that is submitting a proposal as the “offeror”. When the word “you,” “your,” “we” or “our” is used in an instruction or in a proposal, the instruction or proposal is referring to the offeror.

OFFEROR’S TRANSMITTAL LETTER

To: Ms. Tomie Patrick Lee, Superintendent
c/o Chief of Concessions Management
Alaska Support Office - National Park Service
240 West 5th Avenue, #114
Anchorage, AK 99501

Dear Ms. Lee:

We hereby agree to provide visitor services at Glacier Bay National Park in accordance with the terms and conditions specified in the prospectus listed on www.fedbizopps.gov (solicitation # GLBA009-03), and to execute the final Concession Contract without substantive modification (except as may be required by National Park Service pursuant to the terms of the prospectus).

We are enclosing the required "PROPOSAL" which, by this reference, is made a part hereof.

We certify that the information furnished herewith is true to the best of our knowledge and belief. We agree to meet all the minimum requirements of the draft Concession Contract, and the Prospectus, and that we have provided all of the mandatory information specified in the Prospectus.

We certify in accordance with 43 CFR Part 12 regarding debarment, suspension, ineligibility and voluntary exclusion the following:

- Any of the individuals or entities seeking participation in this Concession Contract are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from a public transaction by a federal department or agency.
- Within the three years preceding submission of the Proposal, none of the individuals or entities seeking participation in this Concession Contract have been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or for violation of federal or state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification of records, making false statements, or receiving stolen property.

- None of the individuals or entities seeking participation in this Concession Contract are presently indicted for or otherwise criminally or civilly charged by a federal, state or local unit of the government with commission of any of the offenses.
- The individuals or entities seeking participation in this Concession Contract have not had one or more public transactions (federal, state or local) terminated for cause or default within the three-year period preceding the submission of the Proposal.

We certify that the information contained in our proposal is true to the best of our knowledge and belief and that we have provided all of the mandatory information specified in the prospectus.

Our proposal is two parts. We agree to the minimum requirements of the draft concession contract as set forth in Part A of our proposal and agree to accept, as part of the final contract any commitments made by us in Part B of our proposal that may be included as terms of the final contract.

We also agree that by submitting this Proposal, we will, if selected for award of the new concession contract:

1. Agree to the minimum requirements of the Prospectus as identified in Part A of this Proposal Package.
2. Complete the execution of the final Concession Contract within thirty working days after it is presented by the National Park Service.
3. Commence operations under the new Concession Contract on the effective date of the new Concession Contract.
4. Operate under the current, Service-approved rates to visitors, as modified by the draft Operating Plan, until such time as the Service may approve amended rates.
5. Provide the entity that is to be the Concessioner under the draft concession contract with the funding, management and other resources described in our proposal.

BY

(Type or Print Name)

(Date)

Original Signature

TITLE

ADDRESS

CERTIFICATE OF CORPORATE OFFEROR
(Offerors who are not corporations should skip this certificate)

I, _____, certify that I am the _____ of the corporation named as Offeror herein; that _____, who signed this proposal on behalf of the Offeror, was then _____ of said corporation; that said proposal was duly signed for and in behalf of the corporation by authority of its governing body within the scope of its corporate powers.

BY _____
(Type or Print Name) (Date)

Original Signature

TITLE _____

ADDRESS _____

ANILCA SECTION 1307 PREFERRED OPERATOR APPLICATION

Please refer to the ANILCA Section 1307 regulations, referenced in the Business Opportunity, to answer the following questions:

- (1) Is the entity making this offer seeking to be qualified as a local resident, as defined in 36 CFR 13.81(f), for the services offered under this prospectus?

☐

Yes

☐

No

For individuals: To qualify as a local resident, each of the following elements must be met and you must provide documentation, as described in the regulations, to establish each element. Check each element which applies:

_____ The offeror has lived within the local area¹ for 12 consecutive months before the date this prospectus was issued (see issue date on inside cover);

_____ The offeror has maintained their primary permanent residence and business within the local area and;

_____ Whenever absent from this primary, permanent residence, the offeror has the intention of returning to it.

Factors demonstrating the location of an individual's primary, permanent residence and business may include, but are not limited to, the permanent address indicated on licenses issued by the State of Alaska, tax returns and voter registration.

For corporations:

_____ The controlling interest² in the corporation is held by an individual or individuals who qualify as local resident(s) (see above).

_____ If the offeror is a non-profit corporation, a majority of the board members and a majority of the officers qualify individually as local residents (see above).

¹ Local area means an area in Alaska within 100 miles of the location within the park area where any of the applicable visitor services are authorized to be provided.

² Controlling interest means, in the case of a corporation, an interest, beneficial or otherwise, of sufficient outstanding voting securities or capital of the business so as to permit the exercise of managerial authority over the actions and operations of the corporation or election of a majority of the board of directors of the corporation. See 36 CFR 13.81(b) for additional information.

- (2) Are you applying for “most directly affected Native corporation” status, as defined in 36 CFR 13.85? *If yes, provide the documentation to support this determination, as described in these regulations.*³

☐

Yes

☐

No

Scope of Operations

How many overnight trips (June 1 through September 10) are you proposing to provide each year?

_____ (maximum is 24)

The offeror submitting the best proposal will be allocated the total number of trips requested, up to the maximum (but see Proposal Instructions for discussion on preferences). The offeror submitting the best proposal will also be awarded the day tour services from Bartlett Cove.

If the offeror with the best proposal does not request all available multi-day trips, any remaining trips will be offered to the next best offer (after applying the preferences discussed in the proposal instructions) requesting remaining trips. Are you interested in any remaining trips, under these conditions?

☐

Yes

☐

No

³ Huna Totem Corporation has previously been determined to have “most directly affected” Native corporation status for Glacier Bay National Park & Preserve and does not need to resubmit supporting documentation.

PROPOSAL

PART A:

Agreement to the Minimum Terms and Conditions

- 1) **All Terms and Conditions.** We agree to comply with all terms and conditions of the draft and final Concession Contract and related prospectus, including compliance with all applicable laws under the terms and conditions specified in the draft concession contract.
- 2) **Approved Rates.** If applicable, we agree to operate at the currently approved rates for this concession operation during the term of the concession contract until such time as a new rate schedule is approved by NPS.
- 3) **Operating Plan.** If applicable, we agree to operate in accordance with the currently approved operating plan for this concession operation during the term of the concession contract until such time as a operating plan is approved by NPS.
- 4) **Equal Employment Opportunity.** We agree to implement an equal opportunity program and comply with the terms of the Equal Employment Opportunity and handicapped access requirements of the concession contract.
- 5) **Insurance.** We agree to meet the insurance requirements of the Concession Contract.
- 6) **Franchise Fee.** We agree to pay at least the minimum franchise fee for the concession contract stated in the prospectus. Any higher fee that we offer is stated under Principal Selection Factor 5 below.

PART B

Response to the Requested Information

PRINCIPAL SELECTION FACTOR 1. THE RESPONSIVENESS OF THE PROPOSAL TO THE OBJECTIVES, AS DESCRIBED IN THE PROSPECTUS, OF PROTECTING, CONSERVING, AND PRESERVING RESOURCES OF THE PARK AREA.

Scoring: 0-5

Note to Offeror: This selection factor is concerned with environmental objectives that relate specifically to the protection of the particular resources of the park area. Environmental objectives for improvement of the natural environment in general (waste reduction, fuel efficiency, recycling, etc.) are addressed under secondary selection factor 1. Please avoid overlap between your response here and your response to secondary selection factor 1.

The NPS objectives for protecting, conserving, and preserving the specific resources of Glacier Bay National Park and Preserve are as follows:

- (a) Preserving the wildlife resources of the park area.
- (b) Preserving the natural environment of the park area.
- (c) Preserving the social environment of the park area.

Further information on these objectives is provided in the prospectus and in the following subfactors.

Subfactor 1. Wildlife Protection. Describe how you will conduct your operations to minimize impacts on wildlife.

At a minimum, discuss:

1. Campsite/rest-stop selection, layout and management (e.g. selection of sites away from wildlife use areas, positioning of sleeping areas and cooking areas with appropriate regard to potential wildlife encounters and management of the campsite to insure appropriate response to unanticipated wildlife encounters. [for instance, "what will you do if a bear (moose, wolf, etc.) enters your site?"]
2. Food & odor management (e.g. selection, storage, preparation, consumption and clean-up programs beyond minimum park requirements to minimize potential for wildlife impacts due to food and human hygiene products)
3. Client orientation (what information is going to be provided to clients).
4. Guide training (what are your minimum standards for guide knowledge and experience).

Subfactor 2. The Natural Environment. Please describe how you will conduct your operations in a manner that will minimize impacts on the natural environment of the park area.

At a minimum, discuss:

1. Campsite/rest-stop management (site manipulation and restoration).

2. Use of campfires: Do you plan to use camp fires? If so, describe when and where this use will occur and how you will minimize campfire impacts.
3. Human waste management. Do you propose any additional measures beyond what is required under existing park regulations (see the web links at the end of the Business Opportunity section) If so, describe.
4. Describe the training that will be provided to guides regarding protecting the natural environment.
5. Describe the orientation and information provided to clients aimed at insuring protection of the environment.
6. Natural quiet: Describe any measures you will take to insure preservation of natural quiet.

Subfactor 3. The Social Environment. Please describe how you will conduct your operations in a manner that will minimize impacts on other park visitors (dispersal of use, visual impacts, client conduct, route selection, etc.)

PRINCIPAL FACTOR 2. THE RESPONSIVENESS OF THE PROPOSAL TO THE OBJECTIVES, AS DESCRIBED IN THE PROSPECTUS, OF PROVIDING NECESSARY, APPROPRIATE AND QUALITY VISITOR SERVICES AT REASONABLE RATES.

Scoring: 0-5

Note to Offeror: The NPS objectives for necessary and appropriate visitor services at reasonable rates are as follows:

- (a) To provide visitor services in a safe manner.
- (b) To provide visitors high quality equipment.
- (c) To provide visitors a quality backcountry experience and an appreciation of the resource values of the park area.
- (d) To ensure that visitor services rates are reasonable.

Further information on these objectives is provided in the prospectus and in the following subfactors.

Subfactor 1. Visitor Safety

1. Describe the policies and procedures you will implement to address the safety of your employees and customers.
2. Describe the safety equipment that will be available and their criteria for use. Examples of safety equipment include paddle floats, signaling devices, dry suits, radar reflectors and spare paddles.
3. Describe any emergency communications equipment to be carried.
4. Describe the first aid and other safety training (including rescue training for people in flipped kayaks) that will be provided to employees. Also describe the safety training that will be provided to visitors prior to embarking. Training for visitors should include but not be limited to the dangers of cold water immersion, procedures to be taken if a kayak flips, hypothermia, and proper behavior for moose and bear encounters.
5. Describe how sanitation issues will be addressed in the operation of your proposed service. At a minimum, describe your plan for food preparation and how you will provide potable water to clients and employees in the field. A checklist describing the U.S. Public Health Service recommendations regarding sanitation issues is included as Appendix 1 of this prospectus.
6. There are a variety of approaches to addressing kayak buoyancy, stability, sea-keeping (including keeping water out of the boat) and re-entry following capsize or swamping (including getting water out of the boat). Describe your approach to these issues including equipment, training and experience.

Subfactor 2. Equipment

- a. Kayaks: Describe, in detail, the kayaks that you will provide as well as the associated equipment (i.e. spray skirts, paddles, rubber boots, etc.) Do not include equipment listed above under the safety subfactor. Include the quantity, quality, age, condition and type of equipment in the description. The NPS also prefers that clients have sufficient gear options to fit their individual skill levels and interests (e.g. single kayaks for experienced paddlers, double kayaks for paddlers with less experience), and that clients be able to reserve a specific kayak or type of kayak upon booking.
- b. Rudders: If applicable, describe the rudder system on kayaks to be used. (The NPS prefers that clients have the *option* of using a kayak with a rudder.)
- c. Paddles: Describe the paddles to be used in detail with specific attention to any variety in size and design.
- d. Camp gear: Describe all camp gear including tents, stoves, sleeping bags, sleeping pads. The NPS prefers high quality gear, appropriate for the range of environmental conditions found in the area.
- e. Describe your equipment maintenance, replacement and upgrade program. The NPS prefers a program which insures gear is well maintained, focuses on replacement for functional reasons (rather than cosmetic) and includes an active consultation, evaluation and testing program for equipment upgrades.

Note: In Principle Selection Factor 4, you will be asked to identify equipment by items and groups of items and the approximate value or cost by item or group of items.

Subfactor 3. Quality of the Visitor's Experience

- a. Describe the types of kayak trips that you plan to offer, including sample itineraries, menus and group size limits. If you are proposing trips that require motorized transportation describe the type of motorized transportation that you intend to use. (See Business Opportunity section for discussion of motorized transportation options). If you are requesting charter vessel entries, identify the number of entries that you are requesting. **As discussed in the business opportunity section, if supplemental transportation services are required, the National Park Service prefers offers that utilize the daily camper drop-off services provided by the Glacier Bay Lodge concessioner and that minimize aircraft landings within park.**

The NPS is interested in providing visitors with a variety of wilderness oriented guided kayaking opportunities, including scheduled overnight trips, which do not require a minimum number of participants, and "custom trips" which would meet specific interests but could have minimum participant requirements.

The NPS also prefers offers that do not include in the itinerary mandatory non-wilderness elements such as specific lodging requirements.

- b. Staffing: Provide a staffing plan including the number and skills of employees. Provide a detailed job description for guides, assistant guides and any other field staff.

Subfactor 4. Reasonable Rates

Provide your proposed rates and reservation/cancellation policies. Include copies of

current advertisement leaflets, client price, or other published literature. The National Park Service will evaluate the rates and associated policies to determine whether they are reasonable for the services offered and comparable to rates and policies of similar services in Southeast Alaska.

(Note to Offeror: The rates you propose must also be reflected in your financial projections submitted in response to principal selection factor 4. Please note that any proposed rate schedule is not binding on NPS. All rates to be charged the public are subject to NPS approval in accordance with NPS rate approval guidelines.)

PRINCIPAL FACTOR 3. THE EXPERIENCE AND RELATED BACKGROUND OF THE OFFEROR, INCLUDING THE PAST PERFORMANCE AND EXPERTISE OF THE

OFFEROR IN PROVIDING THE SAME OR SIMILAR VISITOR SERVICES AS THOSE TO BE PROVIDED UNDER THE CONCESSION CONTRACT.

Scoring: 0-5

Note to Offeror: In the event that you (the offeror that signed the Offeror's Transmittal Letter) are not the legal entity that is to be the Concessioner under the final Concession Contract, please explain your relationship to the proposed Concessioner and provide the information described below with respect to both you and the proposed Concessioner as applicable.

Subfactor 1. Who is the Offeror?

- a. For information purposes, please state your legal make-up (individually-owned, partnership, joint venture, corporation, limited liability company, etc.)
- b. For information purposes, please state your relationship, if any, to any superior and/or subordinate organizations. For example, state whether you are a subsidiary of another company or operate independently.

Note to Offeror: Please use the Business Organization and Credit form contained in this section of this prospectus for this purpose.

Subfactor 2. Organization and Personnel

- a. Describe the principal lines of authority within your business organization. If an organization chart is appropriate for the size of your operation, please provide an organization chart as well.
- b. Please state the function of all identified key positions (including duties, number of people supervised, estimated hours per week performing role, etc.).
- c. Please state the decision-making authority of on-site managers and identify the person with whom NPS will deal regarding day-to-day operations and issues.

Subfactor 3. Experience

- a. Please state how long you have been providing services similar to those that are to be provided under the contract.
- b. Please state in detail your overall background and experience in the operation of guided sea kayaking trips, or similar services, making particular note your experience guiding trips in places with cold water and inclement weather.
- c. Please submit resumes of key individuals that you will employ to carry out management and operations under the contract. Explain each person's proposed duties for this operation.

Subfactor 4. Background

Have you ever been charged with violating any federal, state, or local criminal statute or regulation relating to guiding, land use or the environment for the period beginning five years prior to the date this prospectus was issued through the present?

BUSINESS ORGANIZATION INFORMATION
PARTNERSHIP OR SOLE PROPRIETOR

Name of Entity	
Address	
Telephone Number	
Fax Number	
Email Address	
Contact Person	
Title	
Tax ID #	
Form of Business: <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other (please describe) _____	
Years in Business	

OWNERSHIP			
Names And Addresses Of Each Partner Or Sole Proprietor	Percentage of Ownership	Current Value of Business	Role in Providing Concession Services

**BUSINESS ORGANIZATION INFORMATION
CORPORATION**

Complete separate form for the submitting corporation and the parent corporation (include all partners in a joint venture).

Name of Entity	
Address	
Telephone Number	
Fax Number	
Email Address	
Contact Person	
Title	
Tax ID#	
State of Incorporation	
Date of Incorporation	

OWNERSHIP	NUMBER AND TYPE OF SHARES OR PERCENTAGE OF OWNERSHIP	CURRENT VALUE OF INVESTMENT
Names and Addresses of those with controlling interest or key principals of corporation		
Total of All		
Total Shares Outstanding		

CORPORATE OFFICERS AND BOARD OF DIRECTOR	ADDRESS	TITLE AND/OR AFFILIATION

PRINCIPAL FACTOR 4. THE FINANCIAL CAPABILITY OF THE OFFEROR TO CARRY OUT ITS PROPOSAL.

Scoring: 0-5

Note to Offeror: In the event that you are not the legal entity that is to be the concessioner under the concession contract, please explain your relationship with the proposed concessioner and provide the information described below with respect to both you and the proposed concessioner as applicable.

Section 1. The Availability of Funds to Operate the Concession.

Subfactor 4a. Please list in the table below the property, by item or groups of items (such as kayaks, personal flotation devices, supplies, office equipment, etc.) with monetary value over \$500 that you will be using for this operation.

Personal Property Items	Quantity	Total Value	Currently Own? (yes/no)

Subfactor 4b. Please estimate the amount of money that you will need to begin operating the business. Only provide estimates for those items that you need to acquire in order to begin operating. Do not include items that you already own. For cash, estimate the amount of cash that you will need to have available (after purchasing equipment; supplies; and "other") in order to begin operating the business. Please use the form below to provide your estimates.

Equipment \$ _____

Supplies \$ _____

Cash \$ _____

Other (Describe on separate page) \$ _____

TOTAL FUNDS NEEDED \$ _____

Subfactor 4c. Please state the source of the needed funds estimated above.

Subfactor 4d. Please document your ability to obtain these funds (or that you already have them). The documentation must be sufficient to convincingly demonstrate to NPS that the funds are available to you. For example, provide bank statements that demonstrate that you have the funds in hand, or, provide an appraisal of any of your assets that will be sold to obtain the funds, or, if you intend to borrow all or part of the funds, provide a commitment letter from the source of the borrowed funds. If you intend to borrow the funds, please explain in detail the financial arrangements of the loan.

Section 2 – Current Financial Position of the Offeror

Subfactor 4e. Provide copies of your financial statements for the two most recent fiscal years. If financial statements have been audited, include the related audit report, notes to the financial statements and similar explanatory material. For sole proprietors, the financial statement will be a personal financial statement and should include both an income statement and a balance sheet. An income statement lists all of your income and expenses for your most recent fiscal year. A balance sheet lists everything that you own and everything that you owe as of the day that you apply (or, if you prefer, as of the last day of your most recent fiscal year).

Subfactor 4f. Credit Information

- 1) List any Foreclosures, Bankruptcies, Transfer in Lieu of Foreclosure and/or Work-Out/Loan Modification Transactions during the *past 10 years*. (If none, so indicate.) Include the name of the property, the city and state, the property type, the approximate loan amount, the lender, and the year of the event. Include an explanation of circumstances, including resolution, bankruptcy plan, and/or other documentation as appropriate.
- 2) Describe any pending litigation or current lawsuits that will materially impact your financial position if adversely resolved.
- 3) Provide a current credit report for the entity submitting the proposal.

Section 3 - Demonstrate the financial feasibility of your proposed operation.

Subfactor 4g. Estimate the amount of income and expenses for the proposed guided kayaking operation. Provide this estimate by completing the prospective income statement on the following page. The prospective income statement is a form to use to estimate the income and expenses for the proposed operation. Blank lines are included on the prospective income statement if you need to provide estimates for expense categories that are not listed. (Describe the categories on the blank lines.) Only revenues and expenses related to the services authorized by the contract (inside the park) are to be included in your prospective income statement, not other services outside the park.

Explain the assumptions that you used in developing your estimates. More detail is preferred over less. At a minimum, provide:

Revenue

- The estimated number of trips per proposed trip type, and the estimated number of clients by trip.
- The estimated revenue per proposed trip. (If the estimated revenue is not the total of client rates for the estimated number of clients, explain the reason for the difference and how you calculated it.)

Expenses

Provide the basis for estimating your expenses (such as your past expenses or quotes provided to you)

If you are applying for remaining multi-day trips in case yours is not the best proposal, explain how it will be financially feasible to operate a lesser number of trips.

PROSPECTIVE INCOME STATEMENT FORMAT

Annually for Term of Contract

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>Year 7</u>	<u>Year 8</u>	<u>Year 9</u>	<u>Year 10</u>
Gross Receipts	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Salaries & Wages	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Payroll Taxes & Benefits	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Operating Supplies	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Office Expenses	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Depreciation & Amortization	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Repair & Maintenance	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Insurance	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Advertising	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Interest	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Legal & Accounting	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Car & Truck Expenses	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Travel, Meals & Entertainment	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
NPS Franchise Fees	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total Expenses	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Net Income	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

PRINCIPAL FACTOR 5. THE AMOUNT OF THE PROPOSED FRANCHISE FEE AND/OR OTHER FORMS OF FINANCIAL CONSIDERATION TO NPS.

Scoring: 0-4

Subfactor 1. The proposed franchise fee.

Note to Offeror: The minimum franchise fee for the draft contract is:

Multi-Day Tours \$8.75 per client day

Bartlett Cove Day Tours \$4.00 per client day

A client day is defined as a calendar day or portion of a calendar day in which a client is on Glacier Bay National Park & Preserve land or water.

As stated in the draft contract included in this prospectus, these fees will be adjusted annually in accordance with the Department of Labor's Consumer Price Index, All Urban Consumers.

The offer of a higher franchise fee is generally beneficial to the NPS, and, accordingly, generally will result in a higher score under this selection factor. However, consideration of revenue to the United States is subordinate to the objectives of protecting, conserving, and preserving resources of the park area and of providing necessary and appropriate visitor services to the public at reasonable rates.

Please state the franchise fee you offer as an amount per client day.

Multi-day Tours _____ per client day

Bartlett Cove Day Tours _____ per client day

SECONDARY SELECTION FACTOR 1. THE QUALITY OF THE OFFEROR'S PROPOSAL TO CONDUCT ITS OPERATIONS IN A MANNER THAT FURTHERS THE PROTECTION, CONSERVATION AND PRESERVATION OF PARK AREA AND OTHER RESOURCES THROUGH ENVIRONMENTAL MANAGEMENT PROGRAMS AND ACTIVITIES, INCLUDING, WITHOUT LIMITATION, ENERGY CONSERVATION, WASTE REDUCTION, AND RECYCLING.

Scoring: 0-3

Note to Offeror: The subfactors for this secondary selection factor focus on environmental management programs and activities that promote general environmental objectives such as waste reduction, fuel efficiency, recycling, etc. Please avoid overlap between your response here and your response to Principal Selection Factor 1.

Subfactor 1. Energy Conservation.

Please describe the steps you will take to conserve energy resources (gasoline, oil, propane, etc.) in the conduct of your operations under the contract.

Subfactor 2. Waste Reduction

Please describe the steps you will take to reduce waste (packaging, leftover food, compacting, etc.) in the conduct of your operations under the contract.

Subfactor 3. Recycling.

Please describe the recycling measures you will use in the conduct of your operations under the contract.

Subfactor 4. Other Environmental Programs and Actions.

Please describe any other environmental programs and actions you will undertake to minimize the impacts of your operations on the general environment.

Category III Contract

**United States Department of the Interior
National Park Service**

Glacier Bay National Park & Preserve

Sea Kayak Guide Services

Concession Contract No. CC-GLBAXXX-05

[Name of Concessioner]

[Address, including email address and phone number]

Doing Business As

Covering the Period _____ through _____

This Contract is between the National Park Service and _____ (hereinafter referred to as "Concessioner"), a [Include only one:] [Corporation][Partnership][Sole Proprietorship] , d.b.a. _____ under the authority of 16 U.S.C. 1 et. seq., including 16 U.S.C. 5901 et seq., and other laws that supplement and amend these laws. The Director and the Concessioner agree:

Sec. 1. Term of Contract

This Contract will be from _____ until its expiration on _____.

Sec. 2. Services and Operations

(a) Required and Authorized Visitor Services

(In the case a contract is awarded to two operators, the required service will only apply to one contract.)

The Concessioner must provide the following required Visitor Services within the Area: Offer at least one scheduled sea kayak day tour from Bartlett Cove daily from the Friday before Memorial Day to Labor Day.

The Concessioner may provide the following authorized Visitor Services within the Area:

- Multi-day guided sea kayaking services for the public within Glacier Bay National Park & Preserve; and
- The sale or rental of equipment and clothing associated for its conduct to participants in the activity.

(b) Operation, Maintenance and Quality of Operation

The Concessioner must provide, operate and maintain the Visitor Services in accordance with this Contract in a manner considered satisfactory by the Director, including the nature, type and quality of the Visitor Services. The Concessioner's authority to provide Visitor Services under the terms of this Contract is nonexclusive. The Concessioner's operations and contract compliance will be evaluated on at least an annual basis.

No government owned personal property is assigned to the Concessioner.

(c) Operating Plan

The Director will establish and revise, as necessary, after consultation with the Concessioner, specific requirements for the operations of the Concessioner under this Contract in the form of an Operating Plan. The initial Operating Plan is attached to this Contract as Exhibit B.

(d) Rates

All rates and charges to the public by the Concessioner for Visitor Services must be reasonable and appropriate and must be approved by the Director.

(e) No Capital Improvements

The Concessioner may not construct any Capital Improvements upon Area lands.

Sec. 3. Concessioner Personnel

(a) The Concessioner must ensure that its employees are hospitable and exercise courtesy and consideration in their relations with the public.

(b) The Concessioner must establish appropriate screening, hiring, training, safety, employment, termination and other policies and procedures.

(c) The Concessioner must review the conduct of any of its employees whose action or activities are considered by the Concessioner or the Director to be inconsistent with the proper administration of the Area and enjoyment and protection of visitors and must take such actions as are necessary to correct the situation.

(d) The Concessioner must maintain, to the greatest extent possible, a drug free work environment.

Sec. 4. Environmental

The Concessioner must utilize appropriate best management practices (practices that apply the most current and advanced means and technologies available to the Concessioner to undertake and maintain a superior level of environmental performance reasonable in light of the circumstances of the operations conducted under this Contract) in its provision of Visitor Services and other activities under this Contract.

Sec. 5. Fees

(a) Franchise Fee

(1) The Concessioner must pay a franchise fee to the Director as follows: *To be inserted in the final contract. The minimum fee is described in the Business Opportunity. Offerors may propose a higher fee in their response to Principal Selection Factor 5 in the Proposal Package.* _____

(2) The franchise fee will be adjusted annually according to the national "Consumer Price Index – All Urban Consumers" (CPI) published by the U.S. Department of Labor. Fees will be adjusted each year and then rounded to the nearest five cents.

(3) The Concessioner has no right to waiver of the fee under any circumstances.

(b) Payments Due

- (1) The franchise fee is due on November 1 of each year.
- (2) All franchise fee payments consisting of \$10,000 or more, will be deposited electronically by the Concessioner in the manner directed by the Director.
- (3) If adjustments need to be made to the franchise fee payment due to adjustments to the reported gross receipts at the time of submission of the Concessioner's Annual Financial Report, or for any other reason, the adjustments will be made as follows:
 - (i) Additional payments will be made at the time of submission of the Concessioner's Annual Financial Report.
 - (ii) Overpayments will be offset against the following year's fees.

(c) Interest

An interest charge will be assessed on overdue amounts for each thirty (30) day period, or portion thereof, that payment is delayed. The percent of interest charged will be based on the current value of funds to the United States Treasury as published quarterly in the Treasury Fiscal Requirements Manual. The Director may also impose penalties for late payment to the extent authorized by Applicable Law.

Sec. 6. Insurance

The Concessioner must obtain and maintain during the entire term of this Contract at its sole cost and expense, coverage necessary to fulfill the obligations of this Contract. The insurance requirements are set forth in Exhibit D.

Sec. 7. Records and Reports

(a) Accounting System

- (1) The Concessioner must maintain an accounting system under which its accounts can be readily identified with its system of accounts classification. Such accounting system must be capable of providing the information required by this Contract. The Concessioner's system of accounts classification must be directly related to the Concessioner Annual Financial Report Form issued by the Director.
- (2) If the Concessioner's annual gross receipts are \$500,000 or more, the Concessioner must use the accrual accounting method.
- (3) The Concessioner must keep its accounts in such manner that there can be no diversion or concealment of profits or expenses in the operations authorized under this Contract by means of arrangements for the procurement of equipment, merchandise, supplies or services from sources controlled by or under common ownership with the Concessioner or by any other device.

(b) Annual Financial Report

The Concessioner must submit annually as soon as possible but not later than March 1 a financial statement for the preceding fiscal year or portion of a year as prescribed by the Director ("Concessioner Annual Financial Report").

(1) If the annual gross receipts of the Concessioner are in excess of \$1,000,000, the financial statements must be audited by an independent Certified Public Accountant in accordance with Generally Accepted Auditing Standards (GAAS) and procedures promulgated by the American Institute of Certified Public Accountants.

(2) If annual gross receipts are between \$500,000, and \$1,000,000, the financial statements must be reviewed by an independent Certified Public Accountant in accordance with Generally Accepted Auditing Standards (GAAS) and procedures promulgated by the American Institute of Certified Public Accountants.

(3) If annual gross receipts are less than \$500,000, the financial statements may be prepared without involvement by an independent Certified Public Accountant, unless otherwise directed by the Director.

(c) Other Reports

(1) Balance Sheet. If requested by the Director, within ninety (90) days of the execution of this Contract or its effective date, whichever is later, the Concessioner must submit to the Director a balance sheet as of the beginning date of the term of this Contract. The balance sheet must be audited or reviewed, as determined by the annual gross receipts, by an independent Certified Public Accountant.

(2) The Director from time to time may require the Concessioner to submit other reports and data regarding its performance under this Contract or otherwise, including, but not limited to, operational information.

Sec.8. Suspension, Termination, or Expiration

(a) Termination and Suspension

(1) The Director may temporarily suspend operations under this Contract in whole or in part or terminate this Contract in writing at any time in order to protect Area visitors, protect, conserve, and preserve Area resources, or to limit Visitor Services in the Area to those that continue to be necessary and appropriate.

(2) The Director may terminate this Contract if the Director determines that the Concessioner has materially breached any requirement of this Contract.

(3) In the event of a breach of the Contract, the Director will provide the Concessioner an opportunity to cure by providing written notice to the Concessioner of the breach. In the event of a monetary breach, the Director will give the Concessioner a fifteen (15) day period to cure the breach. If the breach is not cured within that period, then the Director may terminate the Contract for default. In the event of a nonmonetary breach, if the Director considers that the nature of the breach so permits, the Director will give the Concessioner thirty (30) days to cure the breach, or to provide a plan, to the satisfaction of the Director, to cure the breach over a specified period of time. If the breach is not cured within this specified period of time, the Director may terminate the Contract for default. Notwithstanding this provision, repeated

breaches (two or more) of the same nature will be grounds for termination for default without a cure period. In the event of a breach of any nature, the Director may suspend the Concessioner's operations as appropriate in accordance with Section 8(a).

(b) Requirements in the Event of Suspension, Termination or Expiration

(1) In the event of suspension or termination of this Contract for any reason or expiration of this Contract, no compensation of any nature will be due the Concessioner, including, but not limited to, compensation for personal property, or for losses based on lost income, profit, or the necessity to make expenditures as a result of the termination.

(2) Upon termination of this Contract for any reason, or upon its expiration, and except as otherwise provided in this section, the Concessioner must, at the Concessioner's expense, promptly vacate the Area, remove all of the Concessioner's personal property, and repair any injury caused by removal of the property. This removal must occur within thirty (30) days (unless the Director in particular circumstances otherwise determines). Personal property not removed from the Area will be considered abandoned property subject to disposition by the Director, at full cost and expense of the Concessioner.

Sec. 9. Assignment, Sale or Encumbrance of Interests

This Contract may not be assigned [e.g. sold] or encumbered [e.g. mortgaged] without the approval of the Director in accordance with 36 CFR Part 51 with respect to proposed assignments and encumbrances.

Sec. 10. General Provisions – See Addendum 1.

Addendum 1 attached to this Contract is made a part of this Contract.

By:
CONCESSIONER: UNITED STATES OF AMERICA

(Title) (Company Name)

(Title), National Park Service

Date: _____

Date: _____

[Corporation]

Attest

By: _____

Title: _____

Attachments:

Addendum 1 – General Provisions

Exhibit A – Nondiscrimination

Exhibit B – Operating Plan

Exhibit D – Insurance

ADDENDUM 1 GENERAL PROVISIONS

1. Definitions.

The following terms used in this Contract will have the following meanings, which apply to both the singular and the plural forms of the defined terms:

- (a) "Applicable Laws" means the laws of Congress governing the Area, including, but not limited to, the rules, regulations, requirements and policies promulgated under those laws, whether now in force, or amended, enacted or promulgated in the future, including, without limitation, federal, state and local laws, rules, regulations, requirements and policies governing nondiscrimination, protection of the environment and protection of public health and safety.
- (b) "Area" means the property within the boundaries of Glacier Bay National Park & Preserve.
- (c) "Days" means calendar days.
- (d) "Director" means the Director of the National Park Service, and his duly authorized representatives.
- (e) "Exhibit" means the various exhibits, which are attached to this Contract, each of which is hereby made a part of this Contract.
- (f) "Gross Receipts" means the total amount received or realized by, or accruing to, the Concessioner from all sales for cash or credit, of services, accommodations, materials, and other merchandise made pursuant to the rights granted by this Contract, commissions earned on contracts or agreements with other persons or companies operating in the Area, and gross receipts earned from electronic media sales, but excluding:
 - (1) Intracompany earnings on account of charges to other departments of the operation (such as laundry);
 - (2) Charges for employees' meals, lodgings, and transportation;
 - (3) Cash discounts on purchases;
 - (4) Cash discounts on sales;
 - (5) Returned sales and allowances;
 - (6) Interest on money loaned or in bank accounts;
 - (7) Income from investments;
 - (8) Income from subsidiary companies outside of the Area;
 - (9) Sale of property other than that purchased in the regular course of business for the purpose of resale;
 - (10) Sales and excise taxes that are added as separate charges to sales prices, gasoline taxes, fishing license fees, and postage stamps, provided that the amount excluded will not exceed the amount actually due or paid government agencies;
 - (11) Receipts from the sale of handicrafts that have been approved for sale by the Director as constituting authentic American Indian, Alaskan Native, Native Samoan, or Native Hawaiian handicrafts.

All monies paid into coin operated devices, except telephones, whether provided by the Concessioner or by others, must be included in gross receipts. However, only revenues actually received by the Concessioner from coin-operated telephones must be included in gross receipts. All revenues received from charges for in-room telephone or computer access must be included in gross receipts.

- (g) "Superintendent" means the manager of the Area.

- (h) "Visitor Services" means the accommodations, facilities and services that the Concessioner is required and/or authorized to provide by this Contract.

2. Legal and Regulatory Compliance

This Contract, operations under it by the Concessioner, and its administration by the Director, are subject to all Applicable Laws. The Concessioner must comply with all Applicable Laws in fulfilling its obligations under this Contract at the Concessioner's sole cost and expense. The Concessioner must give the Director immediate written notice of any violation of Applicable Laws by the Concessioner, including its employees, agents or Contractors, and must promptly correct any violation.

3. Services and Operations

- (a) All promotional material, regardless of media format (i.e., printed, electronic, broadcast media), provided to the public by the Concessioner in connection with the services provided under this Contract must be approved in writing by the Director prior to use. All such material will identify the Concessioner as an authorized Concessioner of the National Park Service, Department of the Interior.
- (b) The Concessioner will provide Federal employees reduced rates, in accordance with guidelines established by the Director, when conducting necessary official business. Complimentary or reduced rates and charges may otherwise not be provided to Federal employees by the Concessioner except to the extent that they are equally available to the general public.
- (c) The Director and Comptroller General of the United States, or any of their duly authorized representatives, will have access to the records of the Concessioner as provided by the terms of Applicable Laws.
- (d) Subconcession or other third party agreements, including management agreements, for the provision of Visitor Services required and/or authorized under this Contract, whether in consideration of a percentage of revenues or otherwise, are not permitted.
- (e) The Concessioner will ensure that any protected sites and archeological resources within the Area are not disturbed or damaged by the Concessioner's activities. Discoveries of any archeological resources by the Concessioner will be promptly reported to the Director.

4. Environmental Data, Reports, Notifications, and Approvals

- (a) Inventory of Hazardous Substances and Inventory of Waste Streams. The Concessioner must submit to the Director, upon request, an inventory of hazardous chemicals used and stored in the Area by the Concessioner. The Concessioner must obtain the Director's approval prior to using any extremely hazardous substance, as defined in the Emergency Planning and Community Right to Know Act of 1986, in operations under this Contract. The Concessioner must also submit to the Director, upon request, an inventory of all waste streams generated by the Concessioner under this Contract.
- (b) Reports. The Concessioner must submit to the Director copies of all documents, reports, monitoring data, manifests, and other documentation required under Applicable Laws to be submitted to regulatory agencies. The Concessioner must also submit to the Director any

environmental plans for which coordination with Area operations are necessary and appropriate, as determined by the Director in accordance with Applicable Laws.

- (c) Notification of Releases. The Concessioner must give the Director immediate written notice of any discharge, release or threatened release (as these terms are defined by Applicable Laws) within or at the vicinity of the Area (whether solid, semi-solid, liquid or gaseous in nature) of any hazardous or toxic substance, material, or waste of any kind, including, without limitation, building materials such as asbestos, or any contaminant, pollutant, petroleum, petroleum product or petroleum by-product.
- (d) Notice of Violation. The Concessioner must give the Director in writing immediate notice of any written threatened or actual notice of violation from other regulatory agencies of any Applicable Law arising out of the activities of the Concessioner, its agents or employees.
- (e) Communication with Regulatory Agencies. The Concessioner must provide timely written advance notice to the Director of communications, including without limitation, meetings, audits, inspections, hearings and other proceedings, between regulatory agencies and the Concessioner related to compliance with Applicable Laws concerning operations under this Contract. The Concessioner must also provide to the Director any written materials prepared or received by the Concessioner in advance of or subsequent to any such communications. The Concessioner must allow the Director to participate in any such communications. The Concessioner must also provide timely notice to the Director following any unplanned communications between regulatory agencies and the Concessioner.
- (f) Cost Recovery for Concessioner Environmental Activities. If the Concessioner does not promptly contain and remediate an unauthorized discharge or release arising out of the activities of the Concessioner, its employees, agents and Contractors, as set forth in this section, or correct any environmental self-assessment finding of non-compliance, in full compliance with Applicable Laws, the Director may, in its sole discretion and after notice to the Concessioner, take any such action consistent with Applicable Laws as the Director deems necessary to abate, mitigate, remediate, or otherwise respond to such release or discharge, or take corrective action on the environmental self-assessment finding. The Concessioner will be liable for and must pay to the Director any costs of the Director associated with such action upon demand. Nothing in this section precludes the Concessioner from seeking to recover costs from a responsible third party.

5. Fees

(a) Adjustment of Franchise Fee

- (1) The Concessioner or the Director may request, in the event that either considers that extraordinary, unanticipated changes have occurred after the effective date of this Contract, a reconsideration and possible subsequent adjustment of the franchise fee established in this section. For the purposes of this section, the phrase “extraordinary, unanticipated changes” will mean extraordinary, unanticipated changes from the conditions existing or reasonably anticipated before the effective date of this Contract which have or will significantly affect the probable value of the privileges granted to the Concessioner by this Contract. For the purposes of this section, the phrase “probable value” means a reasonable opportunity for net profit in relation to capital invested and the obligations of this Contract.
- (2) The Concessioner or the Director must make a request for a reconsideration by mailing, within sixty (60) days from the date that the party becomes aware, or should have become aware, of the possible extraordinary, unanticipated changes, a written notice to the other party that includes a description of the possible extraordinary, unanticipated changes and

why the party believes they have affected or will significantly affect the probable value of the privileges granted by this Contract.

- (3) If the Concessioner and the Director agree that extraordinary, unanticipated changes have occurred, the Concessioner and the Director will undertake good faith negotiations as to an appropriate adjustment of the franchise fee.
- (4) The negotiation will last for a period of sixty (60) days from the date the Concessioner and the Director agree that extraordinary, unanticipated changes occurred. If the negotiation results in agreement as to an adjustment (up or down) of the franchise fee within this period, the franchise fee will be adjusted accordingly, prospectively as of the date of agreement.
- (5) If the negotiation does not result in agreement as to the adjustment of the franchise fee within this sixty (60) day period, then either the Concessioner or the Director may request binding arbitration to determine the adjustment to franchise fee in accordance with this section. Such a request for arbitration must be made by mailing written notice to the other party within fifteen (15) days of the expiration of the sixty (60) day period.
- (6) Within thirty (30) days of receipt of such a written notice, the Concessioner and the Director will each select an arbiter. These two arbiters, within thirty (30) days of selection, must agree to the selection of a third arbiter to complete the arbitration panel. Unless otherwise agreed by the parties, the arbitration panel will establish the procedures of the arbitration. Such procedures must provide each party a fair and equal opportunity to present its position on the matter to the arbitration panel.
- (7) The arbitration panel will consider the written submissions and any oral presentations made by the Concessioner and the Director and provide its decision on an adjusted franchise fee (up, down or unchanged) that is consistent with the probable value of the privileges granted by this Contract within sixty (60) days of the presentations.
- (8) Any adjustment to the franchise fee resulting from this section will be prospective only.
- (9) Any adjustment to the franchise fee will be embodied in an amendment to this Contract.
- (10) During the pendency of the process described in this section, the Concessioner will continue to make the established franchise fee payments required by this Contract.

6. Indemnification

The Concessioner agrees to assume liability for and does hereby agree to save, hold harmless, protect, defend and indemnify the United States of America, its agents and employees from and against any and all liabilities, obligations, losses, damages or judgments (including without limitation penalties and fines), claims, actions, suits, costs and expenses (including without limitation attorneys fees and experts' fees) of any kind and nature whatsoever on account of fire or other peril, bodily injury, death or property damage, or claims for bodily injury, death or property damage of any nature whatsoever, and by whomsoever made, in any way connected with or arising out of the activities of the Concessioner, its employees, agents or Contractors under this Contract. This indemnification will survive the termination or expiration of this Contract.

7. Notice of Bankruptcy or Insolvency

The Concessioner must give the Director immediate notice (within five (5) days) after the filing of any petition in bankruptcy, filing any petition seeking relief of the same or different kind under any provision of the Bankruptcy Act or its successor, or making any assignment for the benefit of creditors. The Concessioner must also give the Director immediate notice of any petition or

other proceeding against the Concessioner for the appointment of a trustee, receiver, or liquidator, or, the taking by any person or entity of the rights granted by this Contract or any part thereof upon execution, attachment or other process of law or equity. For purposes of the bankruptcy statutes, NPS considers that this Contract is not a lease but an executory Contract exempt from inclusion in assets of Concessioner pursuant to 11 U.S.C. 365. The Director may terminate this Contract if the Director determines that the Concessioner is unable to perform the terms of Contract due to such bankruptcy or insolvency action.

8. Additional Provisions

- (a) This Contract contains the sole and entire agreement of the parties. No oral representations of any nature form the basis of or may amend this Contract. This Contract may be extended, renewed or amended only when agreed to in writing by the Director and the Concessioner.
- (b) This Contract does not grant rights or benefits of any nature to any third party.
- (c) The invalidity of a specific provision of this Contract will not affect the validity of the remaining provisions of this Contract.
- (d) Waiver by the Director or the Concessioner of any breach of any of the terms of this Contract by the other party will not be deemed to be a waiver or elimination of such term, nor of any subsequent breach of the same type, nor of any other term of the Contract. The subsequent acceptance of any payment of money or other performance required by this Contract will not be deemed to be a waiver of any preceding breach of any term of the Contract.
- (e) No member of, or delegate to, Congress or Resident Commissioner will be admitted to any share or part of this Contract or to any benefit that may arise from this Contract but this restriction will not be construed to extend to this Contract if made with a corporation or company for its general benefit.
- (f) This Contract is subject to the provisions of 43 CFR, Subtitle A, Part 12, Subpart D, concerning nonprocurement debarment and suspension. The Director may recommend that the Concessioner be debarred or suspended in accordance with the requirements and procedures described in those regulations, as they are effective now or may be revised in the future.

Exhibit A
Nondiscrimination

Section I: Requirements Relating to Employment and Service to the Public

A. Employment

During the performance of this CONTRACT the Concessioner agrees as follows:

- (1) The Concessioner will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, or disabling condition. The Concessioner will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, national origin, or disabling condition. Such action shall include, but not be limited to, the following: Employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Concessioner agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Secretary setting forth the provision of this nondiscrimination clause.
- (2) The Concessioner will, in all solicitations or advertisements for employees placed by on behalf of the Concessioner, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, or disabling condition.
- (3) The Concessioner will send to each labor union or representative of workers with which the Concessioner has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Secretary, advising the labor union or workers' representative of the Concessioner's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) Within 120 days of the commencement of a contract every Government contractor or subcontractor holding a contract that generates gross receipts which exceed \$50,000 and having 50 or more employees shall prepare and maintain an affirmative action program at each establishment which shall set forth the contractor's policies, practices, and procedures in accordance with the affirmative action program requirement.
- (5) The Concessioner will comply with all provisions of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The Concessioner will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to the Concessioner's books, records, and accounts by the Secretary of the Interior and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the Concessioner's noncompliance with the nondiscrimination clauses of this CONTRACT or with any of such rules, regulations, or orders, this CONTRACT may be canceled, terminated or suspended in whole or in part and the Concessioner may be declared ineligible for further Government concession contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and such other sanctions may be

imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (8) The Concessioner will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, so that such provisions will be binding upon each subcontractor or vendor. The Concessioner will take such action with respect to any subcontract or purchase order as the Secretary may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the Concessioner becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Secretary, the Concessioner may request the United States to enter into such litigation to protect the interests of the United States.

B. Construction, Repair, and Similar Contracts

The preceding provisions A(1) through A(8) governing performance of work under this CONTRACT, as set out in Section 202 of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, shall be applicable to this CONTRACT, and shall be included in all contracts executed by the Concessioner for the performance of construction, repair, and similar work contemplated by this CONTRACT, and for that purpose the term "CONTRACT" shall be deemed to refer to this instrument and to contracts awarded by the Concessioner and the term "Concessioner" shall be deemed to refer to the Concessioner and to contractors awarded contracts by the Concessioner.

C. Facilities

(1) Definitions: As used herein:

- (a) Concessioner shall mean the Concessioner and its employees, agents, lessees, sublessees, and contractors, and the successors in interest of the Concessioner;
- (b) Facility shall mean any and all services, facilities, privileges, accommodations, or activities available to the general public and permitted by this agreement.

(2) The Concessioner is prohibited from:

- (a) Publicizing facilities operated hereunder in any manner that would directly or inferentially reflect upon or question the acceptability of any person because of race, color, religion, sex, age, national origin, or disabling condition;
- (b) Discriminating by segregation or other means against any person.

Section II: Accessibility

Title V, Section 504, of the Rehabilitation Act of 1973, as amended in 1978, requires that action be taken to assure that any "program" or "service" being provided to the general public be provided to the highest extent reasonably possible to individuals who are mobility impaired, hearing impaired, and visually impaired. It does not require architectural access to every building or facility, but only that the service or program can be provided somewhere in an accessible location. It also allows for a wide range of methods and techniques for

achieving the intent of the law, and calls for consultation with disabled persons in determining what is reasonable and feasible.

No handicapped person shall, because a Concessioner's facilities are inaccessible to or unusable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance or conducted by any Executive agency or by the U.S. Postal Service.

A. Discrimination Prohibited

A Concessioner, in providing any aid, benefit, or service, may not directly or through contractual, licensing, or other arrangements, on the basis of handicap:

- (1) Deny a qualified handicapped person the opportunity to participate in or benefit from the aid, benefit, or service;
- (2) Afford a qualified handicapped person an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded others;
- (3) Provide a qualified handicapped person with an aid, benefit, or service that is not as effective as that provided to others;
- (4) Provide different or separate aids, benefits, or services to handicapped persons or to any class of handicapped persons unless such action is necessary to provide qualified handicapped persons with aid, benefits, or services that are as effective as those provided to others;
- (5) Aid or perpetuate discrimination against a qualified handicapped person by providing significant assistance to an agency, organization, or person that discriminates on the basis of handicap in providing any aid, benefit, or service to beneficiaries of the recipient's program;
- (6) Deny a qualified handicapped person the opportunity to participate as a member of planning or advisory boards; or
- (7) Otherwise limit a qualified handicapped person in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit, or service.

B. Existing Facilities

A Concessioner shall operate each program or activity so that the program or activity, when viewed in its entirety, is readily accessible to and usable by handicapped persons. This paragraph does not require a Concessioner to make each of its existing facilities or every part of a facility accessible to and usable by handicapped persons.

Exhibit B Operating Plan

Note to Offeror: You are asked in the proposal package to supply specific operational information including, but not limited to, information regarding safety and environmental protection. Operational practices provided in your offer and accepted by the Superintendent will be incorporated into the final operating plan. The provisions below represent the minimal operational requirements for this activity.

I. Introduction

This Operating Plan will serve as a supplement to Concession Contract CC-GLBAXXX-05. It describes specific operating responsibilities of the Concessioner and the Service with regard to those lands utilized by the Concessioner for the purposes authorized by the Contract. In the event of any conflict between the terms of the Contract and this Operating Plan, the terms of the Contract, including its designations and amendments, shall prevail.

This plan will be reviewed annually by the Superintendent in consultation with the Concessioner and revised as determined necessary by the Superintendent of the Area. Any revisions shall not be inconsistent with the main body of the Contract. Any revisions must be reasonable and in furtherance of the purposes of the Contract.

II. Annual Required Reports

In addition to other reports that may be required by the Contract, the Concessioner will provide the Superintendent the following reports annually:

<u>Report</u>	<u>Due</u>
Annual Financial Report	March 1
Certificate of Insurance	By startup of operations and as renewed
Concessioner's Roster of Employees	April 15
Schedule of trips and itineraries	April 15
Activity report	September 30

III. Operations

A. General Operating Provisions

The Concessioner is authorized to provide land transportation between Gustavus and Bartlett Cove for necessary transportation associated with providing guided sea kayaking services.

Concessioner will complete a backcountry registration form for each party immediately prior to the trip and submit the form to the park information station. Concessioner will send a trip summary to the park within ten days of the conclusion of the trip, utilizing the report form provided by the Service.

Equipment must be approved in advance by the Superintendent.

The Concessioner may not install improvements or other property within the park without express written approval from the Superintendent. If the concessioner is authorized to provide day tours based out of Bartlett Cove, kayaks and associated equipment may be stored at a site designated by the Superintendent. If such site is authorized, the Concessioner is responsible for maintaining the site as directed by the NPS. The currently designated site is along the shoreline, approximately 100 meters northeast of the Bartlett Cove Public Use Dock. At this site, the Concessioner is authorized to leave up to three racks for storing sea kayaks and up to three sheds for storing associated equipment. These improvements are not capital improvements, as defined in 36 CFR 51.51.

No more than two day-trips may be operated at any one time.

Liquor sales are not authorized.

B. Resource Protection

The Superintendent will specify the number of trips authorized in accordance with approved park plans. The maximum number of multi-day guided kayak trips in Glacier Bay from June 1 through September 10 is _____. A maximum of three multi-day guided sea kayaking trips may be operating at the same time within Glacier Bay proper for all operators. If there is more than one operator providing guided kayaking trips, the Concessioner shall submit a proposed schedule to the Superintendent by August 15 for the following season. The Superintendent shall annually approve a comprehensive schedule for all concessioners. The Concessioner shall operate in the park according to the schedule approved by the Superintendent.

Group size for multi-day trips is limited to 12 people, including guides and clients. Group size for Bartlett Cove day trips is limited 12 people, including guides and clients, except on specific approval of the Superintendent.

Groups will not remain longer than three consecutive nights at the same campsite.

All trash and garbage will be carried out of the park.

All use areas will be returned to as natural condition as possible.

Materials, supplies, or equipment of any type will not be cached or stored ashore without prior written approval by the Superintendent.

C. Visitor Safety

This section intentionally left blank. Responses to safety issues in the proposal will be incorporated here.

D. Quality of Visitor Services

1. Rates – A detailed listing of proposed rates must be submitted annually. The National Park Service recognizes that rates may include services in addition to those provided under this contract. Therefore, the rate submission shall also include an explanation of how the rates will be allocated to activities authorized under the contract for purposes of

preparing annual financial reports (see definition of gross receipts in the General Provisions section of the Contract).

2. Concessioner Interpretive Program - The NPS expects the Concessioners to enhance the visitor's experience through the sharing of a wide range of information with clients. The Concessioner shall provide clients with information regarding the purpose and significance of Glacier Bay National Park & Preserve.
3. Complaints – The Service will send complaints or comments regarding Concessioner operations to the Concessioner for investigation and response within 30 days. The Concessioner will provide a copy of the response to the Superintendent. The Concessioner will provide the Superintendent copies of all written comments received from clients concerning services provided under this contract within 30 days of receipt.

IV. Charter Vessel Use Addendum (draft) [to be included if charter vessel services are authorized]

Definitions

In addition to all defined terms contained in the CONTRACT, including without limitation Exhibit A, and Exhibits C - I, the following definitions apply to this section of the Operating Plan:

- a. "Glacier Bay" or "Glacier Bay proper," means all marine waters inside a line from Pt. Gustavus to Pt. Carolus.
- b. "Park" means Glacier Bay National Park & Preserve.
- c. "Pool" or "Use day pool" or "vessel use day pool" means charter vessel use days not allocated to a specific concessioner, but which are potentially available for use by charter vessel concessioners.
- d. "Vessel Use Day" or "Use day" means any continuous period of time that a motor vessel is in Glacier Bay between the hours of 12 midnight on one day to 12 midnight the next day.

Operations

- a. All vessel operations shall be conducted in conformance with relevant National Park Service regulations contained in the current US Code of Federal Regulations, with particular attention to applicable elements of 36 CFR 13.65 and the Park Compendium.
- b. Food and beverage service shall be conducted in conformance with the U.S. Public Health Service, Food and Drug Administration Food Code.
- c. Charter vessel use in Glacier Bay (proper), for all operators combined, is limited to six vessels per day from June 1 through August 31.
- d. Charter vessel use limits in park marine waters outside Glacier Bay (proper) have not been established, but may be imposed at any time by the Superintendent in accordance with federal law.
- e. The Concessioner shall remove all solid wastes from the park for proper separation, recycling and disposal. Use of NPS solid waste receptacles or the park landfill is prohibited.
- f. Materials, supplies, or equipment of any type will not be cached or stored ashore without prior written approval by the Superintendent.

- g. The Concessioner is required to notify park headquarters by telephone (907 697-2627) or marine band radio (KWM 20 Bartlett Cove on Channel 16) prior to entering Glacier Bay from June 1 through August 31, and provide or confirm the following:
 - (1) Name of the vessel operator;
 - (2) Identify the concession contract under which the vessel will be operating;
 - (3) Number of guests and crew on board the vessel; and
 - (4) Confirm the scheduled entry and departure dates for that trip.
- h. Except as noted below, charter vessel services are restricted to the marine waters of Glacier Bay National Park unless specifically authorized in writing by the Superintendent. Off-vessel activities authorized for all charter operators:
 - (1) Guided or unguided day hikes (group size limit is 12); and
 - (2) Guided or unguided day trips with hand propelled watercraft (group size limit is 12).
 - (3) Operations must be in accordance with the Resource Protection Guidelines for Glacier Bay National Park (Attachment A).
- i. Each vessel operator must be familiar with park regulations. Each vessel operator shall receive an NPS boater orientation prior to each operating season. Orientations will be available at the NPS Visitor Information Station, (907) 697-2627, in Bartlett Cove May-September or by prior arrangement with the NPS Ranger station.
- j. The Concessioner will report Visitor Use and Sport Fish activity for each charter in the park, in a format provided by the Service. The report must be received not later than the 5th of every month for the previous month (i.e. report May charters no later than June 5).

Glacier Bay Vessel Use Day Allocation and Scheduling

- a. The Concessioner has an *initial* annual allocation of _____ charter vessel use days for Glacier Bay (proper) from June 1 through August 31.
- b. Any vessel use days not used for 2 consecutive years of the contract shall be revoked unless the Concessioner relinquishes the vessel use days in writing prior to March 1 for the upcoming season.
- c. NPS will review the use day allocation annually, based on the above, and will advise operators of their following year's allocation by November 1 each year.
- d. The Concessioner shall notify the NPS in advance of all charter vessel use in Glacier Bay (proper). Notification shall be through the NPS Concessions office by email [glba_concessions@nps.gov], phone [(907) 697-2670], or fax [907-697-2654]. During the summer, notification may also be through the NPS Visitor Information Station by phone [(907) 697-2627] or VHF Radio [KWM-20 Bartlett Cove channel 16 or 12].
- e. Relinquished, revoked and unassigned use days will be put into a vessel use day pool for reallocation.
- f. Charter vessel use days, for Glacier Bay (proper) June 1 through August 31, will be scheduled, through the offices noted in 4.d. above, as follows:
 - (1) Beginning January 1 each year, charter vessel concessioners may submit requests to schedule both allocated and unallocated use days.
 - (2) The NPS will begin scheduling use days allocated to individual operators, beginning February 1 of each year. Conflicts will be resolved by the NPS by random selection.
 - (3) The NPS will begin scheduling requests for unallocated use days on March 1. Conflicts will be resolved by the NPS by random selection.

- (4) After March 1, unallocated vessel use days will be available on a first come, first served basis. Conflicts will be resolved by the NPS by random selection.
- g. Revoked use days will remain in the “use day pool” for the remainder of the contract term.
- h. The Concessioner shall notify the park concessions office (email preferred) of any cancellations of scheduled use days as early as possible. In order to insure a fair allocation of use days, operators who do not use 20% of their scheduled use days will lose access to the following March 1 initial allocation of the use day pool. Operators will permanently lose allocated use day(s) if they fail to cancel a scheduled use day prior to the end of the scheduled day.

Exhibit D Insurance Requirements

I. General

The Concessioner must obtain and maintain during the entire term of this Contract, at its sole cost and expense, the types and amounts of insurance coverage necessary to fulfill the obligations of the Contract. The Director will approve the types and amounts of insurance coverage purchased by the Concessioner.

At the request of the Director, the Concessioner must, at the time insurance is first purchased and annually thereafter, provide the Director with a Certificate of Insurance that accurately details the conditions of the policy as evidence of compliance with this section. The Concessioner must provide the Director immediate written notice of any material change in the Concessioner's insurance program hereunder, including without limitation, cancellation of any required insurance coverages.

From time to time, as conditions in the insurance industry warrant, the Director may modify this Exhibit, provided that any additional requirements must be reasonable and consistent with the types of insurance a prudent businessperson would purchase in similar circumstances.

The Director will not be responsible for any omissions or inadequacies of insurance coverages and amounts in the event the insurance purchased by the Concessioner proves to be inadequate or otherwise insufficient for any reason whatsoever.

II. Liability Insurance.

The Concessioner must provide commercial general liability insurance against claims arising out of or resulting from the acts or omissions of the Concessioner or its employees, agents or contractors, in carrying out the activities and operations required and/or authorized under this Contract.

All liability policies must specify that the insurance company will have no right of subrogation against the United States of America and must provide that the United States of America is named an additional insured.

This insurance must be in the amount commensurate with the degree of risk and the scope and size of the activities required and/or authorized under this Contract. The following Liability Coverages and limits are to be maintained at a minimum, all of which are to be written on an occurrence basis only. The Concessioner may attain the limits specified below by means of supplementing the respective coverage(s) with Excess or Excess "Umbrella" Liability. Furthermore, the commercial general liability package must provide no less than the coverages and limits described.

A. Commercial General Liability - \$300,000

- 1. Coverage will be provided for bodily injury, property damage, personal or advertising injury liability**

Kayaks must be listed on the general liability policy (and must include Contractual Liability and Products/Completed Operations Liability).

Bodily Injury and Property Damage Limit

Products/Completed Operations Limit
Personal Injury & Advertising Injury Limit
General Aggregate
Fire Damage Legal Liability ``per fire"

2. The liability coverages may not contain the following exclusions/limitations:
 - a. Athletic or Sports Participants
 - b. Products/Completed Operations
 - c. Personal Injury or Advertising Injury exclusion or limitation
 - d. Contractual Liability limitation
 - e. Explosion, Collapse and Underground Property Damage exclusion
 - f. Total Pollution exclusion
 - g. Watercraft limitations affecting the use of watercraft in the course of the concessioner's operations (unless separate Watercraft coverage is maintained)
3. If the policy insures more than one location, the General Aggregate limit must be amended to apply separately to each location, or, at least, separately to the appropriate NPS location(s).

B. Automobile Liability

Coverage will be provided for bodily injury or property damage arising out of the ownership, maintenance or use of ``any auto," Symbol 1. (Where there are no owned autos, coverage applicable to ``hired" and ``non-owned" autos, ``Symbols 8 & 9," will be maintained.)

Bodily injury and property damage (combined)

Each Accident Limit

Up to 5 passengers	\$300,000 per occurrence
6 to 12 passengers	\$500,000 per occurrence
13 to 20 passengers	\$750,000 per occurrence
21 to 50 passengers	\$1,500,000 per occurrence

If state requirements exceed these limits, the coverage will meet the state requirements.

C. Liquor Liability

Coverage will be provided for bodily injury or property damage including damages for care, loss of services, or loss of support arising out of the selling, serving or furnishing of any alcoholic beverage.

Liquor sales are not authorized.

D. Watercraft Liability (or Protection & Indemnity if watercraft is larger than 26 feet) (if applicable)

Coverage will be provided for bodily injury or property damage arising out of the use of any watercraft.

Each Occurrence Limit

Up to 5 passengers	\$300,000
6 to 12 passengers	\$500,000
13 to 20 passengers	\$1,000,000
21 to 50 passengers	\$1,500,000

E. Aircraft Liability not applicable

Coverage will be provided for bodily injury or property damage arising out of the use of any aircraft.

Each Person Limit
Property Damage Limit
Each Accident Limit

F. Excess Liability or Excess "Umbrella" Liability

This coverage is not required, but may be used to supplement any of the above Liability coverage policies in order to arrive at the required minimum limit of liability. If maintained, coverage will be provided for bodily injury, property damage, personal or advertising injury liability in excess of scheduled underlying insurance. In addition, coverage must be at least as broad as that provided by underlying insurance policies and the limits of underlying insurance must be sufficient to prevent any gap between such minimum limits and the attachment point of the coverage afforded under the Excess Liability or Excess "Umbrella" Liability policy.

G. Care, Custody and Control--Legal Liability (Describe Specific Coverage)

Coverage will be provided for damage to property in the care, custody or control of the concessioner.

Any One Loss

H. Environmental Impairment Liability

Coverage (if requested by the Director) will be provided for bodily injury, personal injury or property damage arising out of pollutants or contaminants (on site and/or offsite).

Each Occurrence or Each Claim Limit
Aggregate Limit

I. Special Provisions for Use of Aggregate Policies.

At such time as the aggregate limit of any required policy is (or if it appears that it will be) reduced or exhausted, the concessioner may be required to reinstate such limit or purchase additional coverage limits.

J. Self-Insured Retentions.

Self-insured retentions on any of the above described Liability insurance policies (other than Excess "Umbrella" Liability, if maintained) may not exceed \$5,000.

I. Workers Compensation and Employers' Liability.

Coverage will comply with the statutory requirements of the state(s) in which the concessioner operates.

II. Insurance Company Minimum Standards.

All insurance companies providing the above described insurance coverages must meet the minimum standards set forth below:

1. All insurers for all coverages must be rated no lower than A-by the most recent edition of Best's Key Rating Guide (Property-Casualty Edition).
2. All insurers for all coverages must have a Best's Financial Size Category of at least VIII according to the most recent edition of Best's Key Rating Guide (Property-Casualty edition).
3. All insurers must be admitted (licensed) in the state in which the concessioner is domiciled.

III. Certificates of Insurance.

All certificates of Insurance required by this Contract must be completed in sufficient detail to allow easy identification of the coverages, limits, and coverage amendments that are described above. In addition, the insurance companies must be accurately listed along with their A.M. Best Identification Number ("AMB#"). The name, address and telephone number of the issuing insurance agent or broker must be clearly shown on the certificate of insurance as well.

Due to the space limitations of most standard certificates of insurance, it is expected that an addendum will be attached to the appropriate certificate(s) in order to provide the space needed to show the required information.

In addition to providing certificates of insurance, the concessioner, upon written request of the Director, must provide the Director with a complete copy of any of the insurance policies (or endorsements thereto) required herein to be maintained by the concessioner.

IV. Statutory Limits

In the event that a statutorily required limit exceeds a limit required herein, the higher statutorily required limit will be considered the minimum to be maintained.

<p>BACK COUNTRY EXPEDITION CHECKLIST Back country expeditions are required to comply with National Park Service (NPS) Public Health Guidelines (NPS-83). This checklist is meant to highlight the most important provisions relevant to back country conditions and to provide guidance consistent with existing NPS public health policy.</p> <p>POTABLE WATER <input type="checkbox"/> Water used for drinking, and culinary purposes is obtained from an approved public system or from a source known to be free of chemical contamination and treated by: <input type="checkbox"/> Boiled by bringing to a rolling boil for 1 minute (Add an additional minute for each 1,000 feet above sea level) or <input type="checkbox"/> Filtered through an "Absolute" 1 micron filter, or one labeled as meeting American National Standards Institute (ANSI/NSF) (formerly the National Sanitation Foundation) International Standard #53 for "Cyst Removal" followed by disinfection using household liquid chlorine bleach. Add 8 drops of bleach or 20 drops of tincture of iodine per gallon of water and let stand for 30 minutes. <input type="checkbox"/> Water storage containers are free of contamination when in use and washed and sanitized as needed.</p>	<p>WASTE DISPOSAL <input type="checkbox"/> All human, food and solid wastes are disposed of in a manner consistent with NPS-Public Health, park policy and all applicable health and environmental laws and regulations.</p> <p>HAND WASHING- GUESTS <input type="checkbox"/> The guest hand washing station is near toilet facilities. Air drying of hands is okay for guests. <input type="checkbox"/> The setup does not involve dipping into the clean water container. <input type="checkbox"/> The 62% alcohol hand washing product is acceptable. <input type="checkbox"/> Guests are instructed on the importance of hand washing after using the toilet facilities.</p> <p>HAND WASHING- FOOD HANDLERS <input type="checkbox"/> Hand washing station is convenient to food preparation area. <input type="checkbox"/> The setup does not involve dipping into the clean water container. <input type="checkbox"/> The water is either potable (see above) or treated with at least 100 ppm liquid chlorine bleach or another approved disinfectant and let stand for 30 minutes. <input type="checkbox"/> If sufficient treated water is not available, the 62% alcohol hand washing product is acceptable.</p>	<p><input type="checkbox"/> Appropriate disinfectant test strips are used to check disinfectant concentration if potable water is not used. <input type="checkbox"/> Soap and paper towels are provided. <input type="checkbox"/> Food handlers wash their hands frequently and; before handling food; after handling raw meat; after eating, drinking, and smoking; and any other time their hands become contaminated.</p> <p>FOOD HANDLERS <input type="checkbox"/> Guides handling food have received training in food borne illness. <input type="checkbox"/> Any food handler who is ill or who has open unprotected cuts or sores is not allowed to prepare food. <input type="checkbox"/> Food handlers are not allowed to snack while preparing meals.</p> <p>FOOD STORAGE <input type="checkbox"/> Toxic materials are stored separately from foods. <input type="checkbox"/> Potentially hazardous food (including raw eggs) are stored at or below 41 degrees F. <input type="checkbox"/> Approved thermometers are available and used frequently to check cooler temperatures.</p>
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<p>___ Raw meats are stored so that they will not contaminate other foods. (They should be stored in separate coolers. When this is not practical, they may be stored in leak proof containers at the bottom of coolers containing other foods.)</p> <p>___ Unpackaged foods are not stored in direct contact with undrained ice. (except raw fruits and vegetables).</p> <p>___ Packaged foods are not stored in contact with ice or water. (unless the packages are waterproof).</p> <p style="text-align: center;">FOOD PREPARATION</p> <p>___ All foods are obtained from an approved source.</p> <p>___ Potentially hazardous foods are stored in the temperature danger zone (41degrees F –140 degrees F) for no longer than 4 hours.</p> <p>___ Raw animal foods such as meat, poultry, fish, eggs, and foods containing these raw animal foods are cooked thoroughly (particularly ground beef and chicken). The minimum cooking temperatures specified in NPS-Public Health Guidelines should always be attained.</p> <p>___ Raw eggs are not pooled unless they are to be thoroughly cooked promptly after pooling. Pasteurized egg products are recommended for such use in the back country.</p>	<p>___ Potentially hazardous foods are not held for re-service.</p> <p>___ Frozen potentially hazardous foods are not thawed at ambient temperatures. Thawing in coolers is recommended.</p> <p>___ Raw fruits and vegetables are washed in potable water. (This may be done before an outing.)</p> <p>___ Cutting boards, knives, etc. used for preparing raw meats, poultry, and fish are thoroughly sanitized before being used for the preparation of other food.</p> <p>___ Approved food thermometers are available and used frequently for measuring food temperatures during cooking and holding.</p> <p style="text-align: center;">SANITIZING</p> <p>___ Dishes, utensils, etc are sanitized in a minimum three-compartment arrangement. (Wash, rinse, sanitize.)</p> <p>___ Wash container contains an approved detergent and hot water.</p> <p>___ Wash water is changed when it becomes dirty.</p> <p>___ Rinse container contains hot water.</p> <p>___ Rinse water is changed when soap and/or grease begin to accumulate on the surface to prevent carryover into the sanitizing water.</p>	<p>___ Sanitizing container contains at least 200 PPM chlorine (1 capful of household bleach per gallon of water) or another approved sanitizer.</p> <p>___ Appropriate test strips are used to check the disinfectant concentration.</p> <p>___ Dishes and utensils are air-dried.</p> <p>___ Food-contact surfaces and nonfood-contact eating surfaces (such as portable tables) are properly sanitized.</p> <p>___ Wiping cloths are stored in a 200 PPM chlorine solution (1 capful of household bleach per gallon of water) or in another approved sanitizer.</p> <p>___ Sanitizing water is changed when it becomes dirty.</p> <p>___ Wiping cloths are either discarded or washed when soiled.</p>
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